



## State of Tennessee Department of Children's Services

### Administrative Policies and Procedures Announcement – **Final**-Effective-September 14, 2022

Refer to the [2022-2023 Policy Review Calendar](#) for important dates on monthly policy submissions and schedule for the policy approval process.

	Policy No.	Policy/Other Document	Policy Chapter	Policy Owner/Contact	Effective/ Revision Date	New/Updated Forms/Protocols/ and Other Documents Associated with Policies and Procedures
1.	15.4	<a href="#">Putative Father Registry</a>	15	Sandra X. Wilson, Deputy Commissioner, Child Programs	9/14/22	
Policy Revisions:		<ul style="list-style-type: none"><li>♦ Policy Statement: Complete revision.</li><li>♦ Section A: The wording was adjusted to mimic formatting typically used in DCS policies and minor adjustment of wording for clarification.</li><li>♦ Section B: Added a statement about how to request a <a href="#">Putative Father Registry (PFR) search</a> and what happens when it is requested. Number three in that same section was adjusted to align with the legal language. Section also provides some further direction on out of state PFRs. Section removed the portion requiring DCS to keep a copy of the PFR for one year.</li><li>♦ Throughout the policy, the remaining minor revisions were made to simplify language and provide further clarity.</li></ul>				
2.	31.17	<a href="#">Childcare Assistance</a>	31	Sandra X. Wilson, Deputy Commissioner, Child Programs	9/14/22	<a href="#">CS-0556, Childcare Assistance Referral and Authorization</a>
Policy Revisions:		<ul style="list-style-type: none"><li>♦ Policy Title: Changed to remove the word "program" and to use the spelling of "Childcare" as one word throughout the policy.</li><li>♦ Application Section: Several program areas were added to the Application of the policy due to the expansion.</li><li>♦ Policy Statement: The word "Assistance" was removed to mimic the exact name of the program accessed through DHS.</li><li>♦ Purpose Statement: The Purpose statement was changed to expand the population for which services can be accessed.</li><li>♦ Section A: The changes in this area were to simplify the wording in the instructions and to add the length of service as 12 months for custodial approvals.</li><li>♦ Section B: The entire section was added to provide eligibility and instructions for applications for adopted children.</li><li>♦ Section C: This section removes the 2-4 week outlined timeframe for non-custodial cases, addresses the need to apply for TANF for longer term daycare services, and cleans up the language to simplify and be concurrent with the rest of the policy.</li><li>♦ Section D: Added/adjusted the timeframe for TEIS referrals for services. Added language to address the timeframe between when a child is referred for TEIS services, placement in those services, and the custodial requirement for TEIS referrals.</li><li>♦ Section E: Simplifies instructions, adds language for adoption cases, removes the responsibilities for DHS from DCS policy as the Department does not govern their responsibilities.</li><li>♦ Section F: Explains, in detail, who completes redetermination paperwork, what that paperwork is, the requirements regarding timeframes, and the ability to include the termination date at application.</li><li>♦ Section G: Adjusts the language to include concurrent wording throughout the policy.</li></ul>				

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		Glossary: Adjusts the language to include concurrent wording and to remove definitions that are not needed to support the language in the policy.				
	Other Documents:					
		♦ N/A				